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DDA QUARTERLY - 1st Qtr FY 85

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4

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics First Quarterly Review

FROM:

EXTENSION

NO.

Planning Officer
IMSS/OL

DATE

13 APR 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.
C/IMSS

4/15 4/15 ATZ

2.
~~AEO/OL~~

The attached Memorandum for the Record on the First Quarterly Review is attached for your information.

3.
EO/OL

16/4 JH

It was coordinated with the presenters prior to finalization by DA/MS.

4.
DD/OL

4/16 m

5.
D/L

JH

6.
7. IMSS

8.

9.

10.

11.

12.

13.

14.

15.

ROUTING AND RECORD SHEET					
SUBJECT: (Optional) OL FY 85 1st Qtrly Review					
STAT	FRO	EXTENSION		NO.	
STAT	Asst. DA Planning Officer 7D18 HQ			DATE 20 Mar 85	
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		RECEIVED	FORWARDED		
STAT	1. [Redacted] OL/IMSS	3-21-85	4-5-85	ETC	Evelyn, Please circulate the attached draft for any changes, corrections, or additions and return to me. Thanks. <div>Steve</div> 1-5 Steve, suggested changes are attached. I hope the delay in getting this back to you hasn't caused any inconvenience. <div></div> 5-8 Evelyn - H/w final version - Tnt <div></div>
STAT	2. [Redacted]				
STAT	3. [Redacted]				
	Asst DA Planning Officer 7D18 HQ				
STAT	4. [Redacted]				
STAT	5. [Redacted]	4/8	4/9	SKO	
	Asst. DA Planning Officer 7D18 HQ				
STAT	6. [Redacted]				
STAT	7. [Redacted]				
STAT	8. [Redacted]				
STAT	9. [Redacted]				
STAT	10. [Redacted]				
STAT	11. [Redacted]				
STAT	12. [Redacted]				
STAT	13. [Redacted]				
STAT	14. [Redacted]				
STAT	15. [Redacted]				

SECRET

20 March 1985

MEMORANDUM FOR THE RECORD

SUBJECT: Office of Logistics First Quarterly Review

1. The Office of Logistics (OL) First Quarterly Review for FY 1985 was held on 13 February 1985 at 0930 hours. Mr. Henry P. Mahoney, Director of Logistics, opened the session by greeting all attendees. He immediately introduced the first speaker on the agenda, [REDACTED]

2. [REDACTED] provided the audience with updates on the OL Recruitment Program and the Student Intern Project. He began by stating that OL recruitment in FY 1984 did not produce a well balanced occupational mix. Consequently, the office completed the fiscal year at two under allotted ceiling and is currently in need of qualified contract officers, engineers, and printing and photography specialists. As a result, two OL careerists have been appointed to work on office recruitment needs. They will serve as a focal point for all prospective OL employees and will assist the Office of Personnel in tracking the 120-day processing cycle.

3. Regarding the Student Intern Project, [REDACTED] explained that a Logistics co-op program at George Mason University is scheduled to begin in the fall of 1985. OL has been attempting to develop variations of the co-op theme by possibly having students work part-time on a regularly scheduled basis, or putting students on a work course at the end of their sophomore year. Real Estate & Construction and Supply Divisions each have two positions identified for prospective candidates. OL will continue to follow up with George Mason and the University of Maryland to develop and finalize a meaningful co-op program. Furthermore, [REDACTED] said that tuition availability is a large selling point in any co-op program and OL will be pursuing options in this area.

4. Next, [REDACTED] spoke on the establishment of a Configuration Management System. He stated that a series of meetings were held in OL during the reporting period to discuss the configuration management approach. This approach will allow for centralized control of major changes in the Headquarters buildings and will enforce control on changes to facilities which support critical operations. [REDACTED] explained the roles and responsibilities of the Senior and Secondary

SECRET

~~SECRET~~

25X1 Configuration Control Boards and said that qualifying projects would be reviewed by these boards. Mr. Fitzwater suggested a sensitivity to flexibility be exercised to ensure the authoritative body doesn't begin micro-managing the system. He said a flexibility in the organization has to be present for individuals to do their jobs. [] concluded by stating that further definition will be developed about the levels of control to be exercised by the respective boards. To advance the implementation of CM, the first meeting of the Headquarters Management Board has been scheduled for 4 March 1985.

25X1 5. Improving Vendor Delivery was the next topic on the agenda, and [] explained that a paper was submitted in the summer of 1984 indicating a need for a better standard relative to vendor delivery and performance. A branch has now been established within the OL Procurement Division to handle contracts specifically with vendors. The branch will closely monitor performance and delivery and will be tracking the twenty worst offenders. A plan of action on how to cope with violators and other vendor problems will be formulated and reported on later in the year.

25X1 6. [] the final speaker of the morning, reported on the status of external buildings. He explained that the Headquarters Operations, Maintenance & Engineering Division (HOME) recently transferred the responsibility for external buildings to the OL Real Estate and Construction Division (RECD). Along with the basic transfer, RECD received 300 pending work requests, many of which had to be revalidated. This backlog, plus the increasing number of jobs received daily, resulted in the following internal efforts:

a. The development of a two-phased effort to handle backlog, contract design and project officer implementation of alterations and repairs.

b. The Field Engineering Branch (FEB) is responsible for large engineering projects.

c. Project officers assigned to EBOB are responsible for small projects and installations

d. A tracking mechanism for work orders was created.

Additionally, OL is utilizing a delegation of authority from GSA to allow CIA to deal directly with building owners to handle Agency alteration needs.

25X1 7. Following [] presentation, Mr. Mahoney's final comments
25X1 included background on [] space allocation and the

~~SECRET~~

escalation of secure printing requirements (especially from the Directorate of Intelligence [DI]). He said the DI should provide a full list of documents, the number of pages, and the frequency of printing in order for OL to properly prepare and stamp the publications. Mr. Mahoney then adjourned the session at 1100 hours.

25X1



25X1

DDA/MS: [REDACTED]; 20Mar85

Orig - File

1 - DDA Chrono

1 - DDA/MS Chrono

1 - D/OL

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Logistics (OL) First Quarterly Review for FY 85

FROM:	EXTENSION	NO.
OL/IMSS		
DATE		22 Mar 85

TO: (Officer designation, room number, and building)	DATE	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED	

STAT 1.	C/P&TS/OL			
STAT 2.				
STAT 3.	OL/HOME			
STAT 4.	3E14 HQ			
STAT 5.	OL/PD			
STAT 6.				
STAT 7.	OL/RECD			
STAT 8.				
STAT 9.	OL/IMSS			
STAT 10.				
STAT 11.				
STAT 12.				
STAT 13.				
STAT 14.				
STAT 15.				

I thought you would like the opportunity to review the DA Management Staff's draft report of the OL Quarterly Review of 13 Feb. Please make whatever changes you feel are necessary on the paragraphs pertaining to your presentations and return to me by 28 Mar.

Edie

3

AGENDA
OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE
13 FEBRUARY 1985 - 0930 HOURS

STAT		
	OPENING REMARKS	HENRY P. MAHONEY D/L
STAT	INITIATE A RECRUITMENT PROGRAM AND DEVELOP A STUDENT INTERN PROGRAM	<div></div> P&TS/OL
STAT	ESTABLISH A CONFIGURATION MANAGEMENT SYSTEM	<div></div> HOME/OL
STAT	IMPROVE VENDOR DELIVERY	<div></div> PD/OL
STAT	STATUS OF EXTERNAL BUILDINGS	<div></div> RECD/OL
	CLOSING REMARKS	HENRY P. MAHONEY D/L

STAT

Office: OL/P&TS
Objective Statement: Initiate a recruitment program to ensure that OL is at authorized ceiling in all critical areas on 30 September 1985.
Responsible Officer:
Significant Funding Amount: \$----- FY-----
Quarter Ending: 31 December 1984

O — Scheduled
X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Identify OL careerist who will serve as recruitment focal-point officer in P&TS.	0	---	X									
2. Develop a systemic program for tracking and follow-up of applicants from initial OL interest to in process by OP and EOD.			OX									
3. Actively recruit candidates for processing and eventual EOD in OL. (Progress reports will be submitted to D/L at the end of the 2nd, 3rd and 4th quarters.)	OX	---	---	---	---	---	---	---	---	---	---	---

STAT

Office: OL/P&TS
Objective Statement: Develop a student intern program as a recruitment tool
Responsible Officer:
Significant Funding Amount: \$ ---- FY --
Quarter Ending: 31 December 1984

O — Scheduled
X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Brief D/E OP student coordinator on proposed program.	0X											
2. Identify areas within OL where student interns could be utilized.		0---	X									
3. Contact/brief student programs officers at local universities on program.	0X-	-----		X---	X							
4. Prepare report to D/E OP regarding outlining intern program.		0---	-----			0						
5. Actively recruit intern candidates for processing and eventual EOD (progress reports will be submitted to D/L at the end of the 2nd, 3rd and 4th quarters.)			0---	-----		0	-----	0	-----	0	-----	0

STAT

Office: OL/HOME/CCMS
Objective Statement: Establish a Configuration Management System
Responsible Officer: [Redacted]
Significant Funding Amount: [Redacted] FY 85
Quarter Ending: 31 December 1984

O — Scheduled
X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Define the CM roles and responsibilities, levels of authority, and control elements within the CM function. (contractor)	OX											
2. Secure management approval to implement a configuration management (CM) system.		0----	X									
3. Identify CM boards and areas of responsibility for each board.			0----	X								
4. Identify baseline documents to be controlled by the system.				0								
5. Set up CM staff organization:												
a. Define staff responsibilities					0							
b. Identify personnel and assign tasks					0							
6. Establish CM staff operating procedures.						0						
7. Convene boards and constitute authority:												
a. Approve charter and CM plan							0					
b. Place baseline documents under control							0					
8. Complete baseline documents.												0

STAT

Office: PD/OL
Objective Statement: Improve Vendor Delivery
Responsible Officer:
Significant Funding Amount: \$ FY
Quarter Ending: 31 December 1984

O — Scheduled
X — Actual

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. Prepare paper on resources and actions needed. Initiate program for administering contracts in respect to vendor late deliveries.												
			0-----X									
2. Task IMSS and ODP to devote programming resources to restructure CONIF/ICS Data Base to produce late delivery data in useable format.												
			0-----0X									
3. Obtain D/OL approval to establish CA&SB. Prepare position descriptions. Obtain PMCD review.						0						
4. Identify and make ready space to accommodate CA&SB staff of five FT and eight PT employees.										0		
5. Develop list of "worst offender" vendors.				0X								
6. Pending full staffing of CA&SB, take corrective action with "worst offender" vendors.						0			0			0

Output from: recdebo# 1 "Status External Buildings Projects"

Work Order No. : 85-0022
Work Order Date : / /
Date Logged EB0B : 10/02/84
Work Requested : Repair bulletin brd & venetian blind
Location (Bldg/Rm #): Ames 1207 & 1205
Requesting Component: DDA OIS
Action to :
Action requested:
Date : / /
Returned : / /
Estimated Cost :
Accepted (Y/N) :
Work Completed : 11/08/84
Cancelled : / /
Total Cost :
Remarks : W0 undtd

Status External Buildings

Work Order No. : 85-0023
Work Order Date : / /
Date Logged EB0B : 10/02/84
STATWork Requested : install 1 surface mtd door release
& 3 release buttons; 1 button no buzzer inside door

Location (Bldg/Rm #): Ames 815 & 816
Requesting Component: DDA OIS
Action to : Domin Mgmt
Action requested: estimate
Date : 12/10/84
Returned : 12/29/84
Estimated Cost : 465
Accepted (Y/N) : Y
Work Completed : / /
Cancelled : / /
Total Cost :
Remarks :

Status External Buildings

Work Order No. : 85-0027
Work Order Date : 10/01/84
Date Logged EB0B : 10/02/84
Work Requested : Modify room
Location (Bldg/Rm #): Ames 71b
Requesting Component: DDA OL
Action to : OS/Domest Secur
Action requested: approval
Date : 12/10/84
Returned : 12/19/84
Estimated Cost :
Accepted (Y/N) : Y
Work Completed : / /
Cancelled : / /
Total Cost :
Remarks :

Status External Buildings

Work Order No. : 85-0027
Work Order Date : 10/01/84

Output from: recdebo D# 1 "Status External Buildings Projects"

Date Logged EB08 : 10/02/84
 Work Requested : Modifications-remove wall & conduits for tele & phone; install wall; lock; conduit; outlet; patch & paint
 Location (Bldg/Rm #): Ames 71b
 Requesting Component: DDS&T ORD
 Action to : Domin Mgmt
 Action requested: estimate
 Date : 01/09/85
 Returned : / /
 Estimated Cost :
 Accepted (Y/N) :
 Work Completed : / /
 Cancelled : / /
 Total Cost :
 Remarks : Security approval-install locks 12/19/84
 2-way 1/8/85 fr.R&D Logs

Status External Buildings

Work Order No. : 85-0028
 Work Order Date : 10/01/84
 Date Logged EB08 : 10/02/84
 STAT Work Requested :
 Location (Bldg/Rm #): Ames 602 606 611
 Requesting Component: DDS&T ORD
 Action to :
 Action requested:
 Date : / /
 Returned : / /
 Estimated Cost :
 Accepted (Y/N) :
 Work Completed : / /
 Cancelled : / /
 Total Cost :
 Remarks : was 82-1745 - Security survey June 82
 needs drawings

Status External Buildings

Work Order No. : 85-0038
 Work Order Date : 10/04/84
 Date Logged EB08 : 10/05/84
 Work Requested : Convert to VTR
 Location (Bldg/Rm #): Ames 404
 Requesting Component: DDS&T ORD
 Action to : OS/Physical Sec
 Action requested: survey*
 Date : / /
 Returned : / /
 Estimated Cost :
 Accepted (Y/N) :
 Work Completed : / /
 Cancelled : / /
 Total Cost :
 Remarks : *Memos dtd 5/15/84; 5/21/84 fr C/PSD & C/Safety Staff
 re survey; to ADS 10/26/84

Status External Buildings

Work Order No. : 85-0039

4

```

Work Order Date      : 10/01/84
Date Logged EBOB     : 10/05/84
Work Requested       : Overhead lights
Location (Bldg/Rm #): Ames 305
Requesting Component: DDS&T FBIS
    Action to        : Dominion Mgmt
    Action requested: estimate
    Date             : 12/20/84
    Returned         : 12/29/84
    Estimated Cost    : 270
    Accepted (Y/N)    : Y
Work Completed        : / /
Cancelled              : / /
Total Cost            :
Remarks               : 2-way FEB for survey 11/26/84

```

Status External Buildings

```

Work Order No.      : 85-0051
Work Order Date     : 10/10/84
Date Logged EBOB    : 10/10/84
Work Requested      : Replace ceiling drywall
Location (Bldg/Rm #): Ames 31b
Requesting Component: DCI
    Action to       :
    Action requested:
    Date            :      /    /
    Returned        :      /    /
    Estimated Cost   :
    Accepted (Y/N)   :
Work Completed      : 10/20/84
Cancelled           :      /    /
Total Cost          :
Remarks            :

```

Status External Buildings

```

Work Order No.      : 85-0057
Work Order Date     : 10/10/84
Date Logged EBOB    : 10/10/84
Work Requested      : GSA major - overtime utilities - funding for FY 85 1st
                    : tr 1 Oct 84-31 Dec 84
Location (Bldg/Rm #): Ames
Requesting Component: DDA OL
  Action to         : GSA major
  Action requested  : O/T utilities
  Date              : 10/10/84
  Returned          : / /
  Estimated Cost    : 18,900
  Accepted (Y/N)    :
Work Completed      : / /
Cancelled           : / /
Total Cost          : 18,900 cy 3
Remarks            : cy 3 (see 85-0332 for 1 Jan 85-31 Mar 85 funding)

```

Status External Buildings

```
Work Order No.      : 85-0077
Work Order Date     : 10/09/84
Date Logged E80B    : 10/11/84
```

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p>Your Form 2620 (Request for Logistics Services) has been assigned a Work Order Number -- attached is a copy of your request with its number written on the top of the Form.</p> <p>The Work Order No. should be used in any reference to the work requested.</p>		
FROM:		
External Bldg Ops. Br/RECD/OL		
ROOM NO.	BUILDING	
FOI 1 FEB 55 241		
REPLACES FORM 36-8 WHICH MAY BE USED.		
(47)		

STAT

REQUEST FOR LOGISTICS SERVICES

85-0438

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION Chief, Real Estate & Construction Division

Service Requested:
Paint up, clean up and renovation of [redacted] physical space. We want to renovate this space to enhance our image and provide more interviewing rooms to increase office productivity.

REC'D
C _____
DC _____
2EX _____
SA _____
C/REP _____
RO _____
C/FEngB _____
PE _____
1C/ [initials] _____
PE _____
17 JAN 1985

Attachment ☐ Yes ☒ No

Deadline Date, if applicable
ASAP

Justification:
We are short of interviewing rooms to accommodate the volume of applicants. We are renting hotel rooms to interview. This will provide greater convenience and result in cost benefits.

Special Considerations, if any:
Special consideration should be given to how we rearrange the space to get the greatest number of interviewing rooms and provide adequate work space. Specifically, we want to add at least one more interviewing room.

STAT
STAT
STAT

Location where work is to be performed (room no. & bldg.) G03 Ames Building		Cost Center	Tel. Ext.
Date of Request 10 January 1985		(Dir., Off., & Div.) OP/E/ROD	

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p>Your Form 2620 (Request for Logistics Services) has been assigned a Work Order Number -- attached is a copy of your request with its number written on the top of the Form.</p> <p>The Work Order No. should be used in any reference to the work requested.</p>		
FROM:		
External Bldgs. Ops Br/RECD/OL		
ROOM NO.	BUILDING	EXTENSION
1		

STAT

Barb

REQUEST FOR LOGISTICS SERVICES

85-0000

MEMORANDUM FOR: CHIEF, LOGISTICS SERVICES DIVISION/OFFICE OF LOGISTICS

ATTENTION : OL/RECD/EBOB

Service Requested:

PLEASE INSTALL ELECTRICAL OUTLET. 115 V.

RECD

C

DC

EX

SA

C/REB

RO

C/FEGB

PE

/ C/

PE

FILE

11 FEB 1985

Deadline Date, if applicable

ASAP

Attachment

☒

Yes

☐

No

Justification:

INSTALLATION OF SMALL TABLETOP XEROX MACHINE.

Special Considerations, if any:

DIRECTOR OF PERSONNEL OFFICE

Location where work is to be performed (room no. & bldg.)

Contact Official

Cost Center

Tel. Ext.

Date of Request

Requesting Official

5 FEB. 1985

TRANSMITTAL SLIP		DATE
TO:		
ROOM NO.	BUILDING	
REMARKS:		
<p>Your Form 2620 (Request for Logistics Services) has been assigned a Work Order Number -- attached is a copy of your request with its number written on the top of the Form.</p> <p>The Work Order No. should be used in any reference to the work requested.</p>		
FROM:		
External Bldgs. Ops Br/RECD/OL		
47)		
FORM NO. 241 1 FEB 55		
WHICH MAY BE USED.		

STAT

Page Denied

Next 1 Page(s) In Document Denied

STAT

STAT

STAT

STAT

STAT

STAT

STAT

STAT

ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Office of Logistics FY 85 First Quarterly Planning Conference				
FROM: <input type="text"/> Chief, Information and Management Support Staff, OL		EXTENSION <input type="text"/>	NO. OL 4007 85	DATE 9 JAN 1985
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/NBPO/OL 73E40 Headquarters				
2. C/B&FB/OL <input type="text"/>				
3. C/P&TS/OL <input type="text"/>				
4. C/PMS/OL <input type="text"/>				
5. C/SS/OL 2G10N				
6. C/HOME/OL 3E14 Headquarters				
7. C/P&PD/OL 158 P&P Building				
8. C/PD/OL <input type="text"/>				
9. C/RECD/OL <input type="text"/>				
10. C/SD/OL <input type="text"/>				
11.				
12.				
13.				
14.				
15.				

9 JAN 1985

MEMORANDUM FOR: Chief, New Building Project Office, OL
Chief, Budget and Fiscal Branch, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL
Chief, Headquarters Operation, Maintenance, and
Engineering Division, OL
Chief, Printing and Photography Division, OL
Chief, Procurement Division, OL
Chief, Real Estate and Construction Division, OL
Chief, Supply Division, OL

FROM:
Chief, Information and Management Support
Staff, OL

SUBJECT: Office of Logistics FY 85 First Quarterly
Planning Conference

1. The Office of Logistics FY 85 First Quarterly Planning Conference with the DDA has been scheduled for 13 February 1985, 0930 hours, Status reports on selected FY 85 Directorate-Level Objectives will be presented by the responsible project officers. A dry run presentation to the Director of Logistics has been scheduled for 7 February, 1400 hours, The agenda for both the dry run and conference is attached.

2. Objective presentations to the DDA should not exceed five minutes and should cover the accomplishment of activities scheduled for the first quarter FY 85. At a minimum, an updated milestone chart will be used as a visual aid. Please provide updated milestone charts, for those objectives on the Agenda to IMSS by 1 February 1985. Presentations on subjects other than MBOs should cover the status and activity on the assigned topic. Responsible officers are encouraged to use photographs, viewgraphs, charts, etc., to supplement their oral presentations to the DDA.

OL 4007 85

SUBJECT: Office of Logistics FY 85 First Quarterly Planning Conference

3. In addition to the above, first quarter updates of "FY 1985 Office-Level Objectives" will be presented to the Director of Logistics at upcoming staff and division biweeklies, scheduled as follows:

SD	28 January	0900 Hours
SS	28 January	1030 Hours
P&PD	29 January	0930 Hours
PD	30 January	0900 Hours
PMS	30 January	1000 Hours
RECD	4 February	0900 Hours
HOME	5 February	0930 Hours
IMSS	6 February	0900 Hours
NBPO	7 February	0930 Hours

4. We have attached listings of "FY 1985 Directorate-Level Objectives" (Attachment B) and "FY 1985 Office-Level Objectives" (Attachment C) for easy reference. You should refer to the OL Five-Year Plan for a list of all objectives through FY 1989.

5. Questions concerning the Quarterly Planning Conference or the biweekly presentations should be directed to

Attachments
As stated

Distribution:
Orig - Addressee w/att
1 - IMSS/official w/att ✓
1 - IMSS/chrono w/o att
1 - OL Reader w/o att
OL/IMSS/ATZ:11/3131 (9Jan85)

AGENDA

OFFICE OF LOGISTICS QUARTERLY PLANNING CONFERENCE

13 FEBRUARY 1985 - 0930 HOURS

[Redacted]

Opening Remarks

Daniel C. King
D/L

Initiate a Recruitment Program

[Redacted]
P&TS/OL

Establish a Configuration Management
System

[Redacted]
HOME/OL

Update on Cafeteria Renovation

[Redacted]
HOME/OL

Improve Vendor Delivery

[Redacted]
PD/OL

Status of External Buildings

[Redacted]
RECD/OL

CLOSING REMARKS

Daniel C. King
D/L

STAT

STAT

STAT

STAT

STAT

STAT

FY 85 DIRECTORATE LEVEL OBJECTIVES

New Building Project Office (NBPO)

- New Building Construction (Office level)*
- Develop Professionalism Program Within Office of Logistics for both Blue and White Collar Workers* (Office level)
- Develop a Transportation Plan for the Operation of the Consolidated Headquarters (Office level)
- Establish a Standard Selection of Modular Office Furniture to Replace Gray Metal Furniture and Meet Word/Data Processing Needs (Office level)

Information and Management Support Staff (IMSS)

- Establish Overseas Personal Computer Capabilities* (Office level)
- Develop and Implement the Logistics Integrated Management System (LIMS)* (Office level)

Personnel and Training Staff (P&TS)

- Initiate a Recruitment Program to Ensure That OL is at Ceiling in All Critical Areas on 30 September 1985. (Office level)
- Develop a Student Intern Program as a Recruitment Tool (Office level)

Procurement Management Staff (PMS)

- Convert General Provisions Used in Agency Contracts from DAR to FAR* (Office level)

Security staff (SS)

Headquarters Operations, Maintenance, and Engineering Division (HOME)

- Establish a Configuration Management System (Office level)

*Carried over from FY 1984
+Cancelled
#Completed

STAT

FY 85 DIRECTORATE LEVEL OBJECTIVES

- Procure and Install an Automatic Courier Receipt Filing, Tracing, and Retrieval System as well as the Codeword Accountability System for the M&CS* (Office level)
- Implement the DDA's Quality of Life Program at Headquarters Building* # (Office level)
- Implement the Agency Takeover of M&O of Headquarters Facilities from GSA* (Office level)
- Identify a Specific Orientation, Training Campaign That will Enhance the Service-Oriented Image of the Office of Logistics (Office level)
- Establish a Centralized OL Support Center (Office level)

Printing and Photography Division (P&PD)

- Complete Implementation of P&PD Prepress System Basic Operating Capability (2-year project)* (Office level)
- Explore Available and Emerging Methods for Improved Document Control (Office level)
- Conduct a Base Line Survey of all P&PD Requirements and Establish Benchmarks For Current Capability. The results of the survey will be used to gauge anticipated impact of the opening of the New Headquarters Building and to categorize work as a potential for contracting out (Office level)
- Provide Electronic Interfacing for Computer Graphics Enhancements Between VM and P&PD Graphic Design Recorders. (Office level)

Procurement Division (PD)

- Improve Vendor Delivery (Office level)
- Enhance Current Efforts to Reduce Contract Settlement Backlog --joint MBO with OF (Office level)

*Carried over from FY 1984
+Cancelled
#Completed

FY 85 DIRECTORATE LEVEL OBJECTIVES

Real Estate and Construction Division (RECD)

- Continue with Design and Major Construction for General Upgrading and Expansion (Office level)

Supply Division (SD)

- Examine Agency Type II Property Accounting System--joint with OF and IG (Office level)
- Consolidate Agency Repair and Return (Office level)

*Carried over from FY 1984
+Cancelled
#Completed

FY 85 OFFICE LEVEL OBJECTIVES

Information and Management Support Staff (IMSS)

- Study Feasibility of Providing Interim LIMS Capability Overseas in Advance of MERCURY+

Personnel and Training Staff (P&TS)

- Reorganization of P&TS (based on plan presented to DD/L on 28 September 1984)
- Upgrade of OL Personnel Soft Files
- Upgrade Wang Training and Utilization

Procurement Management Staff (PMS)

- Study of Agency Procurement System by Outside Contractor

Security Staff (SS)

- Update of Standard Security Procedures for Contractors Security Manual
- Upgrade Wang Training and Utilization

Headquarters Operations, Maintenance, and Engineering Division (HOME)

- Renovate and Refurnish Courier Lounge Within the Mail and Courier Section
- Upgrade Exhibit Corridor (1D HQ) with Safer, Sturdier Equipment
- Hire Cooperative Students for Training in the EDR
- Implement Corrective Action to Customer Surveys in HOME*
- Institute a Program to Have Personnel in Agency Buildings Take More Pride in their Working Areas and Buildings
- Resolve the Problem of the DCI Portraits*
- Study on Improved Classified Waste Disposal System

*Carried over from FY 1984
+Cancelled
#Completed

FY 85 OFFICE LEVEL LOBJECTIVES

- Examine, Determine, and Assign Relative Responsibility for M&O of External Facilities--joint MBO with RECD

- Upgrade Wang Training and Utilization

Printing and Photography Division (P&PD)

- Develop and Implement an Automated Maintenance System for P&PD
- Evaluate Feasibility of an Automated Waste Paper Disposal System
- Explore Optical Digital Data Disk (OD³) Requirements and Capabilities
- Evaluate the Feasibility of Expanding P&PD Video Support to the Intelligence Community by Making Foreign Standards Conversion Service Available
- Continuation of Quality Circles Program*

Procurement Division (PD)

- Develop and Provide Guidance Relative to the Standardization of Specifically Identified Items in the Agency
- Upgrade Wang and Delta Data Training and Utilization

Real Estate and Construction Division (RECD)

-
- In Conjunction with NBPO and HOME, Ascertain which Leased Buildings will be Retained/Relinquished and Proposed Agency Occupants Thereof Once New Headquarters Building is Complete
 - Conduct the Necessary Planning and Contract for the Acquisition, Design, and Direct Construction Modification to External Buildings to be Retained
 - Continue with Staffing of DDO Requirements/Implementation Facilities Group

*Carried over from FY 1984
#Cancelled
#Completed

- Obtain A&E Contractors to Supplement Agency Engineering Resources in Order to Facilitate Design and Construction of [] Facilities Requirements in the Field

- Automate and Modernize RECD with Wang Equipment and Systems Furniture
- Examine, Determine and Assign Relative Responsibility for M&O of External Facilities--joint with HOME.
- Upgrade Wang Training and Utilization

Supply Division (SD)

- Update GSA-Leased Vehicle Inventory and Establish Vehicle Records in the FARS Minicomputer System for Financial Tracking in Conjunction with OF*#

- Implement Bar Coding []

- In Coordination with P&PD, Prepare a Briefing Film on Supply Division Organization/Activity at Headquarters and in the Field**
- Establish In-house Wang Program for Control of Shipping Indicators
- Establish a Data Base in Wang VM to Utilize as a Master Station list in P&PS/CD Detailing All Pertinent Shipping, Marking, and Packing Specifications
- To Initiate a Multi-year Plan to Improve and Upgrade the Physical Plant and Working and Operating Conditions of the [] Beginning in FY 85.
- Upgrade Wang Training and Utilization

*Carried over from FY 1984
+Cancelled
#Completed

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ROUTING AND RECORD SHEET				
SUBJECT: (Optional) Office of Logistics FY 85 First Quarterly Planning Conference				
FROM: <input type="text"/> Chief, Information and Management Support Staff, OL		EXTENSION	NO.	
			DATE 4 JAN 1985	
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. AED EO/OL	114	114	wa	<p>Attached for your review and approval are recommended topics for the First Quarterly Planning Conference with the DDA, scheduled for 13 February 1985, 0930 hours. Our recommendations are based on the activities scheduled for accomplishment in the first quarter.</p> <p>Attached also, for your information, is a list of the FY 85 Directorate Level Objectives.</p> <p>We will proceed with conference planning after receipt of your response.</p> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 20px auto;"></div>
2. DD/L				
3. D/L				
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15.				

RECOMMENDED TOPICS

OFFICE OF LOGISTICS FY 85 FIRST QUARTERLY PLANNING CONFERENCE

OBJECTIVE

PRESENTER

~~Establish a Standard Selection of Modular Office Furniture to Replace Gray Metal Furniture and Meet Word/Data Processing Needs.~~

✓ ~~PTS~~ Initiate a Recruitment Program to Ensure that OL is at Ceiling on 30 September 1985.

Develop a Student Intern Program as a Recruitment Tool.

✓ ~~HOME~~ Establish a Configuration Management System.

✓ ~~PD~~ Improve Vendor Delivery.

✓ ~~SD~~ Examine Agency Type II Property Accounting System.

mbo being redirected per f. Wiley 98.

suggested items: proposed takeover

REC'D - Status of external bldg takeover
- Update on capitula renovation - HOME
- Update on o/r plans no.

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FY 85 DIRECTORATE LEVEL OBJECTIVES

New Building Project Office (NBPO)

- New Building Construction (Office level)*
- Develop Professionalism Program Within Office of Logistics for both Blue and White Collar Workers* (Office level)
- Develop a Transportation Plan for the Operation of the Consolidated Headquarters (Office level)
- Establish a Standard Selection of Modular Office Furniture to Replace Gray Metal Furniture and Meet Word/Data Processing Needs (Office level)

Information and Management Support Staff (IMSS)

- Establish Overseas Personal Computer Capabilities* (Office level)
- Develop and Implement the Logistics Integrated Management System (LIMS)* (Office level)

Personnel and Training Staff (P&TS)

- Initiate a Recruitment Program to Ensure That OL is at Ceiling in All Critical Areas on 30 September 1985. (Office level)
- Develop a Student Intern Program as a Recruitment Tool (Office level)

Procurement Management Staff (PMS)

- Convert General Provisions Used in Agency Contracts from DAR to FAR* (Office level)

Security staff (SS)

Headquarters Operations, Maintenance, and Engineering Division (HOME)

- Establish a Configuration Management System (Office level)

*Carried over from FY 1984
+Cancelled
#Completed

FY 85 DIRECTORATE LEVEL OBJECTIVES

- Procure and Install an Automatic Courier Receipt Filing, Tracing, and Retrieval System as well as the Codeword Accountability System for the M&CS* (Office level)
- Implement the DDA's Quality of Life Program at Headquarters Building* # (Office level)
- Implement the Agency Takeover of M&O of Headquarters Facilities from GSA* (Office level)
- Identify a Specific Orientation, Training Campaign That will Enhance the Service-Oriented Image of the Office of Logistics (Office level)
- Establish a Centralized OL Support Center (Office level)

Printing and Photography Division (P&PD)

- Complete Implementation of P&PD Prepress System Basic Operating Capability (2-year project)* (Office level)
- Explore Available and Emerging Methods for Improved Document Control (Office level)
- Conduct a Base Line Survey of all P&PD Requirements and Establish Benchmarks For Current Capability. The results of the survey will be used to gauge anticipated impact of the opening of the New Headquarters Building and to categorize work as a potential for contracting out (Office level)
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